



Made under the provisions of the Environmental Planning and Assessment Act 1979

If you need help lodging your form, contact us		Office use only		
Email	council@northernbeaches.nsw.gov.au	Form ID	2022	
Phone	1300 434 434	TRIM Ref	C001553	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	July 2021
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Environmental Compliance
		Application No.		
		Receipt No.		

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Site Details

1.1 ADDRESS OF PROPERTY			
Unit / House Number			
Street			
Suburb		Postcode	
Lot + DP/SP Number			
Name of Building			
1.2 DETAILS OF THE BUILDING(S) OR STRUCTURE(S)			
Whole of Building(s)		Part of the building(s)	
List and describe the structures/buildings for which this Building Information Certificate is being applied for			

Part 2: Applicant Details

<p>Person who may be contacted to discuss the application during business hours. It is important that we are able to contact you if we need more information. Please give us as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application. Please note that information provided will be public information.</p>			
Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First Name			
Last Name			
Company Name & ACN <i>(attach business card if relevant)</i>			
Address			
Post Code			
Phone		Alternate	
Mobile		Fax	
Email			

You can apply for a Building Information Certificate if you are (please tick appropriate box):	
I am the owner of the property	<input type="checkbox"/>
I have the owners consent to lodge this application (see below)	<input type="checkbox"/>
I am the owner or purchaser's solicitor or agent	<input type="checkbox"/>
We are a public authority which has notified the owner of its intentions to apply for the certificate	<input type="checkbox"/>

Owner(s) Consent

As the owner(s) of the above property, I/we give consent to this application & permit authorised Council personnel to inspect the property.			
Title			
Given Names			
Family Name			
Organisation Name			
Address			
ABN Number		Home Number	
Business Number		Mobile Number	
Email			
Signature			

Part 2: Applicant Details (continued)

Company / Organisation

If the owner is a company, owners consent is to be provided in one or more of the following ways:

Execution of owners Consent Form (or other documentation to the same effect) in accordance with section 127(1) of the Corporation Act 2001.

Common seal affixed to, and execution of, owners consent form

(or other document in the same effect) in accordance with section 127(2) of the Corporation Act 2001

Together with an up to date ASIC Company extract and other relevant supporting documents.

Strata Title / Owner's Corporation

If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:

- The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.

- A letter of consent to lodge a Building Information Certificate on strata management letterhead.
- Minutes signed by the Owner's Corporation, clearly stating the words "Supported for lodgement of a Building Information Certificate Application".

New owner(s)

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title.
- A letter from your solicitor confirming settlement.
- Previous owner(s) to provide owner(s) consent.

Signing on owner(s) behalf

If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc.).

Joint wall / Fence

When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).

Part 3: Particulars Application

Why are you applying for a Building Information Certificate? (Property sale, property purchase, unauthorised building work, other) provide details	
Property Sale	
Property Purchase	
Unauthorised Work	
Other (please specify)	

YOU MUST COMPLETE THIS SECTION FOR UNAUTHORISED WORK

Has any form of consent or approval been granted for the works undertaken?		Yes		No	
If yes, provide Consent number/approval numbers					
Date consent was granted					
Were any part of the works carried out within the last 2 (two) years?					
Are either you or the person on whose behalf this application is made, the person/s who carried out the unauthorised work or who caused the unauthorised building work to occur?		Yes		No	
What is the contract value of the work undertaken? Provide total cost estimate of labour and materials.		\$			
Has a modified consent been issued for the development?		If yes, provide the date granted:			
Classification of the Building - Building Code of Australia (BCA) (Class 1a: dwelling house. Class 2: apartment. Class 10a: awning, garage, carport. Class 10b, fence, freestanding wall, swimming pool. Class 5 & 6: Commercial building).					
Floor area (m ²) of whole building or part of the building where the Building Information Certificate is required (as applicable).					

Part 4: Checklist – You must complete checklist A or B

Checklist	Checklist A (for sale of property or similar reason)	
	Checklist B (unauthorised structures or works)	



CHECKLIST A - Applications for Sale of Property or Matters Not Involving Unauthorised Works

Supplied

Checklist Questions	Yes	No	NA
1. Do you have owner(s) consent?			
2. Have you attached a cheque/payment?			
NOTE: Where the building certificate relates to unauthorised works (in part or whole) the Council levies additional fees under the Environmental Planning and Assessment Act 1979. You will be advised of the fees applicable following review and assessment of this application and supporting documentation. Fees must be paid prior to processing or determination of the application.			
3. Have you attached a copy of the contract of sale? (if applicable)			
4. Survey Plan			
<p>An identification survey plan by a registered surveyor is to be submitted with all applications Information should include:</p> <ul style="list-style-type: none"> • Plan to show all existing structures • Location/position of all buildings/structures on the land (showing street number and street address), to the boundary • Easements and rights of way including common or party walls <p>Note: An assumed datum may sometimes be sufficient for very minor development (that does not alter building height). The assumed datum point must be shown on the site plan and relative levels (RLs) on section and elevation plans.</p>			
Signature			
Date			



CHECKLIST B - Application For Unauthorised Development

	Supplied	
	Yes	No
Contact Council if you are unsure what details will be required for your Building Information Certificate application.		
1. Preparing your application		
<ul style="list-style-type: none"> • One (1) copy of all documentation, including the application form are required. • Only one copy of the checklist is required. • Additional copies of documentation may be requested. • Highlight in colour all unauthorised works and building changes. • Provide a statement of works undertaken 		
2. For all plans		
<p>The following information should be included on all plans and documents:</p> <ul style="list-style-type: none"> • Applicant(s) name(s) • Property address (block/house/shop/flat number) • Draftsman/architect name, date, plan name and number, plan version, and revision 		
3. CD / Disc		
<ul style="list-style-type: none"> • For any document containing 10 or more pages, an electronic copy of that document is also to be provided in PDF format on CD / disc. One file for each document or plan, file name to include: document name, plan type, description and number (including version) and date. e.g. Architectural, North Elevation, p1/9,15/12/06. 		
4. A4 plans for notification purposes		
<p>Notification plans are to be submitted with all applications (see exceptions below).</p> <ul style="list-style-type: none"> • Provide one (1) copy of an A4 site plan and elevations (preferably 1 page), to be double-sided • Plans are to be legible, including dimensions and wording. • These plans need not include interior detail that may affect your rights to privacy. However if such plans are provided, then the signature on the Application Form acknowledges and accepts that all relevant A4 plans submitted will be used for public notification purposes. 		
5. Survey plan		
<p>An identification survey plan by a registered surveyor is to be submitted with all applications Information should include:</p> <ul style="list-style-type: none"> • Plan to show all existing structures • Location/position of all buildings/structures on the land (showing street number and street address), to the boundary. • Easements and rights of way including common or party walls <p>Note: An assumed datum may sometimes be sufficient for very minor development (that does not alter building height). The assumed datum point must be shown on the site plan and relative levels (RLs) on section and elevation plans.</p>		
6. Building Code of Australia (BCA) report		
<ul style="list-style-type: none"> • A Building Code / Fire Safety analysis / report is required for all applications. The report is to detail the developments compliance with provisions of Sections C, D, E & F (Class 2-9) and parts 3.1 to 3.12 (Class1). Specific detail is to be provided as to how the development will be either be fire protected or upgraded to meet current Building Code and Australian Standard requirements. 		
7. Structural Report		
<p>A structural Report may be required to be submitted with applications that include structural works.</p> <p>The report it to be prepared by a suitably qualified professional Structural Engineer and shall detail the developments compliance with the relevant structural provisions. Specific detail is to be provided as to how the development will meet the current Building Code and Australian Standard requirements.</p>		

Required	Supplied	
	Yes	No
8. Works as executed floor plan/elevation and sections		
<p>These plans should include:</p> <ul style="list-style-type: none"> • Plan to scale 1:100 or 1:200 • Coloured and to identify the unauthorised portions • Floor levels and steps in floor levels. (reduced levels) • Room names, areas and dimensions • Locations and sizes of windows and doors • Wall structure type and thickness • Location of plumbing fixtures (where possible) • Access and facilities for persons with a disability • Existing floor plan, room names and use (if relevant) • Works as executed stormwater drainage plan (where applicable) 		
9. Landscape open space plan and calculations		
<p>Landscape Open Space plan and calculations may be supplied with all applications including works additional to the approved building footprint.</p> <p>Information should include:</p> <ul style="list-style-type: none"> • Plan identifying proposed 'landscape open space' in accordance with the requirements. (If no change to existing landscape open space', calculations are still required). • Show associated area calculations and 'landscape open space' percentage. 		
10. Swimming Pool (if applicable)		
<ul style="list-style-type: none"> • Please show levels of the pool coping and surrounding ground surface to Australian Height Datum on Site Plan/ Elevations/Sections. Pool fencing, gate and filter box position must also be shown on the plans. 		
11. Bushfire hazard assessment report		
<p>A Bushfire Hazard Assessment Report may be required to be submitted with applications on Bushfire Prone Land.</p> <p>The report is to be prepared by a person with appropriate qualifications in Bushfire Protection (or equivalent) and shall address how the development and the site responds to the requirements of Planning for Bushfire Protection (most recent version) including requirements for construction.</p> <p>See www.rfs.nsw.gov.au or further details.</p>		
12. Geotechnical Risk Management		
Where the property is identified as a geotechnical risk or slip affected area a Geotechnical Engineers Report is to be submitted.		
Signature		
Date		

Application Fee
<p>Fees for this application may be found on Councils website by typing the words 'fees and charges' into the search engine. Alternatively you may contact Council's Customer Services to obtain a quotation.</p> <p>n.b. It should be noted that unauthorised work will require additional fees to be paid.</p>

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CREDIT CARD DETAILS			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card														
Card Number														
Expiry Date														

Signature													
Daytime Phone Number													
Date													

Please note: Payment card surcharge of 0.5% applies

OFFICE USE ONLY													
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